OGC Has Reviewed

O)P-0-1617
3() December 1980

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

STATINTL FROM : ▮▮▮▮▮▮▮▮▮▮
Chief, Management Staff, ODP

SUBJECT : Proposed Revision of ▮▮▮▮, Automatic   STATINTL
Data Processing Management, (Job #8345)
DRAFT F

REFERENCE : Form 610 from ▮▮▮▮▮▮▮▮▮, dtd.   STATINTL
10 November 1980, re DRAFT E (Job #8345)

STATINTL

1. During a meeting held on 3 December and attended by
representatives from OGC, IG, OIS, OL, and ODP, changes to
DRAFT E were mutually agreed upon. Subsequently the changes
STATINTL were refined by ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ OI P
and the changes as refined have been incorporated in the attached
DRAFT F along with suggestions received from OC, NFAC, and OGC.
Attending the 3 December meeting were:

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2. The changes made to DRAFT E and included in DRAFT F are:

a. Reinstate paragraph a.(2) DRAFT C as paragraph
a.(2). The paragraph is:

(2) The organization responsible for Government-
wide acquisition of ADP equipment, software, and services is the
General Services Administration (GSA). GSA has, in turn,
delegated certain procurement authority to the Agency; this
delegation, however, requires compliance with applicable
procurement regulations and provisions of the Federal Property
Management Regulations.

Comment: The paragraph was deleted at the informal
suggestion of IG personnel. It was agreed
during the 3 December meeting that the
paragraph should be reinstated.

b. Paragraph a.(1) of DRAFT E, first sentence, delete the word "all" in the phase "basic law from which all policies, regulations, and guidelines...are derived."

Comment: Change recommended by OGC.

c. Paragraph a.(1) of DRAFT E, second sentence, insert "management," after "operation," " so that the sentence reads, "...lease, maintenance, operation, management, and utilization of automatic data processing equipment..."

Comment: Agreed to during 3 December meeting.

d. Delete paragraph a.(2) DRAFT E that read: "This regulation does not apply to the ADP systems or networks that are used exclusively for telecommunications service. Such systems or networks are controlled by pertinent national policies and regulations."

Comment: Agreed to during 3 December meeting providing the concurrence of OC is obtained. This paragraph first appeared in DRAFT C because of changes requested by OC in their 28 August 1979 memo to RCD/ISS (OCM 79-588).

e. Add new paragraph b.(1) as follows:

(1) "ADP resources" include ADPE (automatic data processing equipment, including data communications equipment necessary for the utilization of ADPE and ADPE built to Government specifications), software, and personal services.

Comment: Agreed to 3 December and subsequently refined. Replaces paragraph b.(5) DRAFT E, see paragraph 2i below.

f. Designate paragraph b.(1) DRAFT E as b.(2). Delete second sentence that reads:

"ADPE does not include equipment specially designed, as opposed to configured, for a specific application that precludes future use of the equipment for the solution of a variety of problems or the processing of other applications."

and replace it with:

"This definition excludes items of ADPE (hardware and associated software) that are specially designed (not configured) and/or when physically incorporated as part of a weapons or space system or manufactured for the Government under a hardware development contract."

Comment: Agreed to 3 December and then refined.

g.   Change first sentence of paragraph b.(3) that reads:

" "ADP personnel" are those individuals connected with ADP or ADP-related support functions"

to read:

" "ADP personal services" encompass "ADP personnel" who are those individuals..."

Also change second sentence that reads:

"Included are personnel from ADP user organizations, principally assigned to ADP support functions in the user organization."

to read:

"Included are personnel from ADP user organizations, regardless of job title, whose principal assignments consist of ADP functions in the user organization."

Comment: Change in first sentence agreed to 3 December and subsequently refined. Change in second sentence suggested by NFAC.

h.   Designate paragraph b.(2) DRAFT E as b.(5).

i.   Delete paragraph b.(5) DRAFT E that reads:

(5)   "ADP resources" include ADPE, ADP personnel, software, and data communications necessary for the utilization of ADPE."

Comment: Agreed to 3 December. Replaced by new paragraph b.(1) DRAFT F, see paragraph 2e above.

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j. At the end of paragraph d.(2)(a), change "practicable." to read "practicable and where a noncompetitive procurement is justified initiate wherever feasible management actions to eliminate follow-on noncompetitive procurements."

Comment: Agreed to 3 December.

k. Paragraph d.(2)(b) first sentence, change "Executive order constraints" to read "Executive Order 12036 constraints."

Comment: Suggested by OGC.

l. Paragraph d.(2)(f)(3), change the paragraph that reads:

    (3) "Procurement of ADP system design, programming, or other services (excluding equipment maintenance) when the annual cost is $50,000 or more.

to read:

    (3) "Procurement of ADP software and system design, programming, maintenance, or other services when the annual cost is $50,000 or more.

Comment: Agreed to 3 December.

m. Paragraph d.(4)(a), change paragraph that reads:

    (a) "Reviewing ADP service or procurement requests before these requests are submitted to ODP.

to read:

    (a) "Reviewing all ADP service or procurement requests including those to be submitted to ODP."

Comment: Agreed to 3 December. Pertains to duties of ADP Control Officers.

n. Add paragraph d.(5)(j) as follows:

(j)   "Determine whether ADPE declared excess
        by Agency components can be reutilized by
        other Agency components and, if not,
        inform OL so that disposal action can be
        taken."

Comment: Agreed to 3 December. Records actions
          Director of Data Processing takes regarding
          excess ADP equipment.

o.   Paragraph d.(7), add the following sentence to the
        paragraph:

        "The Office of Communications will install and
        maintain Agency standard ADP equipment at selected
        Agency facilities.

Comment: Addition suggested by OC. The original
          OC suggestion contained classified information
          and the classified information was removed
          subsequently by OC personnel.

p.   Paragraph d.(4)(d), change "names" to
        "identification".

Comment: This change was made for consistency with
          d.(5)(i).

3.   OL had requested that paragraph d.(3)(b) be changed to
require that the Comptroller advise OL of ADPE, software, or ADP
services acquisitions projected in Agency component budget
STATINTL   submissions. ████████████████████ OL subsequently agreed to review
the ODP copies of the Project Decision Forms prepared by Agency
components for the annual review by EXCOM of major Agency-wide
ADP projects. The Project Decision Forms are sent to ODP in
preparation for the EXCOM review.

4.   NFAC suggested the following be added to the end of
paragraph b.(1) DRAFT E:

        "As an example, word processing equipment
        which consists of an intelligent terminal, a
        programmable microprocessor, or a general
        purpose minicomputer would be considered as
        ADPE."

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Action on this suggestion is deferred until a later time when the subject of word processing will be introduced in its entirety into ████

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cc: ████

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NFAC ADP Control Officer
DDO ADP Control Officer
OC ADP Control Officer
████O/Comptroller
DD/P/ODP
DD/A/ODP

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Distribution

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MANAGEMENT

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15.   AUTOMATIC DATA PROCESSING MANAGEMENT SYNOPSIS. This regulation prescribes ADP (automatic data processing) management policy and responsibilities. Definitions of major ADP categories are included for common reference.

a.   GENERAL

(1)   Public Law 89-306 dated 30 October 1965, 40 U.S.C. 759, is the basic law from which policies, regulations, and guidelines for Government-wide ADP procurement and management are derived. The intent of the law is to provide for the economical and efficient purchase, lease, maintenance, operation, management, and utilization of automatic data processing equipment by Federal departments and agencies. Central to administering the law within Federal departments and agencies are long-range ADP planning, adequate justification of ADP resources, review of utilization, and competitive procurements for ADP equipment, software, and services.

(2)   The organization responsible for Government-wide acquisition of ADP equipment, software, and services is the General Services Administration (GSA). GSA has, in turn, delegated certain procurement authority to the Agency; this delegation, however, requires compliance with applicable procurement regulations and provisions of the Federal Property Management Regulations.

b.   DEFINITIONS

(1)   "ADP resources" include ADPE (automatic data processing equipment including data communications equipment necessary for the utilization of ADPE and ADPE built to Government specifications), software, and personal services.

(2)   "Automatic data processing equipment (ADPE)" means general purpose, commercially available, and mass-produced automatic data processing components and the hardware systems built from them regardless of size, capacity, or price that are designed to be applied to the solution or processing of a variety of problems or applications. This definition excludes items of ADPE (hardware and associated software) that are specially designed (not configured) and/or when physically incorporated as part of a weapons or space system or manufactured for the Government under a hardware development contract.

(3)   "ADP personal services" encompass "ADP personnel" who are those individuals connected with ADP or ADP-related support functions (e.g., ADP management officials and systems development, applications development, and operations personnel). Included are personnel from ADP user organizations, regardless of job title, whose principal assignments consist of ADP functions in the user organization. However, personnel who simply use ADP incidental to the performance of their primary function are not considered ADP personnel.

(4)   "Software" encompasses all programs and routines such as compilers, assemblers, utilities, subroutines, and data base management systems used with ADPE.

(5)   "Automatic data processing (ADP)" includes those activities that are inseparable from the operation of ADPE. Examples are ADP systems analysis and design, programming, ADP training, and maintenance of ADPE.

c.   POLICY

It is Agency policy to manage and administer its ADP activities in a cost-effective manner that is responsive to Agency needs and adheres to all applicable Federal laws, regulations and guidelines.

d.   RESPONSIBILITIES

(1)   The Executive Committee is responsible for:

(a)   Approving ADP projects, whether supported by ODP or with component-budgeted resources, in which the ADP resources will exceed $250,000 in annual or cumulative costs.

(b)   Reviewing major ADP capital investments included in the Agency's Program Plan before submission to the Resource Management Staff each year.

(c)   Establishing strategic objectives for the Agency's use of ADP and tracking progress toward achieving them.

(2)   Deputy Directors and Heads of Independent Offices are responsible for:

(a)   Ensuring that proposed acquisitions of ADP resources are justified as necessary to carry on essential activities and that procurement of these resources will be competitive to the maximum extent practicable and where a noncompetitive procurement is justified initiate wherever feasible management actions to eliminate follow-on noncompetitive procurements.

(b)   Ensuring that proposed ADP applications are reviewed for compliance with the Privacy Act (5 U.S.C. 552a) and Executive Order 12036 constraints with respect to storage and retrieval of information concerning U.S. persons and, if necessary, coordinating with the Office of General Counsel and other offices as appropriate before approving the application.

(c)   Advising the Director of Data Processing promptly of new ADP support requirements so they can be evaluated and included in the plans and programs of the Office of Data Processing.

(d)   Coordinating with ODP any plan or proposal that would establish ADP functions such as systems analysis, software development, computer operations, or ADP training in other components.

(e)   Submitting requirements and costs for ADP resources in annual budgets and assisting ODP in the preparation of ODP-supported project reports for the Executive Committee review.

(f)   Obtaining ODP concurrence in plans and proposals for ADPE, software, or contract services that involve any of the following:

(1)   Procurement of ADPE that includes a CPU (central processing unit) regardless of cost.

(2)   Upgrading or expansion of installed ADPE when the additional annual rental cost is $50,000 or more or when the additional purchase cost is $150,000 or more.

(3)   Procurement of ADP software and system design, programming, maintenance, or other services when the annual cost is $50,000 or more.

(g)   Consulting with the Office of Logistics on any planned ADP procurement, regardless of dollar value, prior to initiating discussions with potential suppliers.

(h)   Reviewing ADP service charges as reported by ODP to determine the cost effectiveness of ADP projects and annually revalidating ADP service requirements.

(i)   Reporting to ODP information on ADPE and ADPE personnel for inclusion in the Agency's ADP Management Information System.

(j)   Appointing an officer to act as the Directorate or Independent Office ADP Control Officer, and directing the appointment of component ADP Control Officers as appropriate.

(3)   The Comptroller is responsible for:

(a)   Approving increases in projected costs for Executive Committee-approved, ODP-supported ADP projects which exceed the initial authorization by more than 10 percent, and for component-budgeted ADP projects which exceed the initial authorizations beyond the reprogramming authority of the Deputy Directors.

(b)   Advising ODP of ADPE, software, or ADP services acquisitions projected in Agency component budget submissions.

(4)   Directorate, Independent Office, and component ADP Control Officers are responsible for administering ADP matters within their area including:

(a)   Reviewing all ADP service or procurement requests including those to be submitted to ODP.   (b)Reviewing and tracking ODP Project Resource Information System (PRISM) accounting reports.

(c)   Initiating PRISM project records for new ADP activities and changing existing PRISM project records when applicable.

(d)   Verifying ADP user identification and distributing ODP user passwords.

(e)   Reporting and coordinating resolution of ADP security breaches with the ODP Security Officer.

(f)   Ensuring that all component ADP systems are in compliance with existing security regulations and procedures.

(g)   Validating terminal requests, and user access requests.

(h)   Ensuring that ADP users are trained to use ODP services and are aware of all applicable security regulations and procedures.

(i)   Informing ODP of excess ADPE for possible reutilization in other Agency components.

(5)   The Director of Data Processing is responsible for:

(a)   Providing a central computer service to satisfy ADP requests from any Agency component and to satisfy Intelligence Community requirements as assigned.

(b)   Reviewing plans including initial systems and revalidation studies and concurring in formal proposals by Agency components for procurement of ADPE, software, or contract services that meet the criteria described in paragraph d(2)(f) above before procurement action is taken.

(c)   Formulating and promulgating policies and guidelines relative to the justification, use, and management of ADPE, software, and services.

(d)   Reporting annually to the Executive Committee on the state of ODP, its ability to satisfy current year requirements for ADP support, and its long term plans.

(e)   Maintaining a current copy of all Federal Information Processing Standards (FIPS), coordinating Agency comments on proposed FIPS, and promulgating Agency guidelines in the use of FIPS.

(f)   Maintaining a detailed inventory of Agency ADPE and a summary of the Agency's total ADP skills and ADP costs.

(g)   Maintaining a system to account for the use of ODP ADP resources by user components.

(h)   Developing and conducting ADP training programs on ODP computer systems and services to meet Agency requirements.

(i)   Assignment of user identification and passwords.

(j)   Determine whether ADPE declared excess by Agency components can be reutilized by other Agency components and, if not, inform OL so that disposal action can be taken.

(6)　　The Office of Security is responsible for developing security policy for ADP systems and for advising and coordinating with other Agency components in the establishment of security standards and procedures for Agency ADP facilities and activities.

(7)　　The Office of Communications is responsible for the provision of all communications support necessary between and among decentralized ADPE, and for the establishment, execution, and enforcement of communications security (COMSEC) policies and programs for the Agency ADP systems and networks. The Office of Communications will install and maintain Agency standard ADP equipment at selected Agency facilities.

(8)　　The Office of Logistics is responsible for procuring ADPE, software, services, and supplies, except as otherwise specifically delegated by the DCI, and issuing guidelines on ADP procurement. The Office of Logistics is responsible for providing the utilities and computer room facilities required by ADPE.